

## INTERIM PROCEDURE FOR REMOTE APPROVALS

From: Christina T. Geaney, Chief Title Examiner

Date: March 25, 2020

In an effort to address only **emergency business** at this time, the Title Examiners will approve documents that constitute an emergency *via* electronic mail as an interim procedure. We understand that you were previously instructed to mail approvals to the Court, but as the situation has evolved, the Title Examiners are now working remotely and do not have daily access to the courthouse facilities. If you have already sent in originals to the Court for approval, we will make every effort to send back those documents either approved or sent back without approval, so that you may resubmit them remotely as provided below.

PLEASE DO NOT MAIL ORIGINAL DOCUMENTS FOR APPROVAL TO THE COURT UNTIL FURTHER NOTICE

As the Trial Court Standing Orders provide, the Court is only open for emergency business. Given that, if you have a document that can wait for approval, please do not email the documents. However, should your document constitute an emergency and need to be approved immediately, please see below:

The temporary approval process will be as follows:

1. The submitter will retain all original documents for registration purposes.
2. If a document requires immediate Land Court approval, the document (without attachments) will be sent by the submitter to the Chief Title Examiner *via* email with the reason for the immediate need for the approval that would constitute an emergency situation ([christina.geaney@jud.state.ma.us](mailto:christina.geaney@jud.state.ma.us))
3. Once the Chief Title Examiner has initially reviewed the document or has contacted the attorney, if appropriate, the Chief Title Examiner will forward the email to a Title Examiner and inform the submitter to send, *via* email, all of the necessary supporting documentation, including the current, updated Certificate of Title to that designated Title Examiner. The submitter is responsible for ensuring that they email all required information to the designated Title Examiner.

(If the Certificate of Title cannot be certified by the registry district at this time, we will accept a printed, legible version from the internet. If the Certificate of Title is not imaged because it is older, please contact the registry district for any assistance they may be able to provide. If the Certificate of Title is not yet prepared, the current deed with a printout of the encumbrances will be part of the documents submitted *via* email.)

4. Thereafter, the Title Examiner designated will review the document *via* email and will correspond with you *via* email accordingly if there are any questions. In addition to the Chief Title Examiner, the Title Examiners who are authorized to issue temporary emailed approvals are James Bothwell, Maura Egan, Olga Bagnel, Robert Walsh, and Kalee Polito.
5. If everything is in order and the document can be approved, both the submitter as well as the registry district will receive an email from one of the above-listed Title Examiners from their work email address with an attachment entitled “LAND COURT REGISTERED LAND DOCUMENT APPROVAL” providing that the document is “APPROVED FOR REGISTRATION BY THE COURT.”
6. The Title Examiner will complete the “LAND COURT REGISTERED LAND DOCUMENT APPROVAL” which will contain the Certificate of Title number, the number of pages of the approved document, the registry district, the type of document, what the document is being approved for, if there are documents to be registered together with the approved document, and additional notes or instructions (if any). The emailed approval will contain an electronic signature of the Title Examiner as well as the date of their approval.
7. Print out the “LAND COURT REGISTERED LAND DOCUMENT APPROVAL” attachment emailed to you by the Title Examiner and attach this approval as the final page of the approved document. You will then proceed to register your document(s) with the attached approval in accordance with that registry district’s current registration process. The approval attached to your document will be matched, by the registry district, to the approval previously sent to the registry district.
8. The submitter will include (to the registry district), on a separate page, a short signed Certification stating that the document(s) to be registered in connection with the approval is/are identical to the document(s) sent to the Title Examiner for review and approval by you, the submitter. If you are an Attorney, the Certification will have your signature as well as your BBO number. Your Certification will later be sent, by the registry district, *via* email, back to the Title Examiner who approved your documents. **The Certification is not to be registered.** If you are e-filing your documents, please contact the registry district regarding their preference for separately sending the Certification. If you are mailing original documents, the Certification can be included.
9. If your approval involves the death of a registered owner, please review [Land Court Chief Title Examiner Memorandum Re: Land Court Guideline 14. Death: The Effect of Death upon Registered Land Titles](#) which may be found on the Land Court website under

forms, under the topic of “Registered land and related forms and instructions” prior to submitting your document request for approval.

10. As an interim procedure, we will accept copies of relevant Probate and Family Court documents if attested copies cannot be obtained, provided the images can also be accessed on the Probate Court website. (If you are proceeding under a Decree of Sale, an attested copy from the Probate Court is required to be emailed to the Title Examiner.)

**The above process is an interim procedure to aid with emergency approvals, and is subject to further change, revision, or suspension by the Court.**